

CONTRACT USER SELF TUTORIAL

Instructions on how to navigate OMB/GSS Contracting Webpage

Contracting Webpage

- The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts as requested. This team is the State of Delaware's central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts
- Go to http://gss.omb.delaware.gov/contracting/index.shtml The following subtitles will be displayed:
 - Agency Bid Process Forms
 - Bid Solicitations
 - Contact Information
 - Contract List Serve
 - Contract Process Flowcharts
 - Contracts Directory
 - Contracts Awarded Vendors
 - Contracts Cooperatives
 - Contracts Set Aside
 - Customer Satisfaction Survey
 - DPPA Delaware Public Purchasing Association
 - FAQ;s (frequently asked questions/answers)
 - Forms

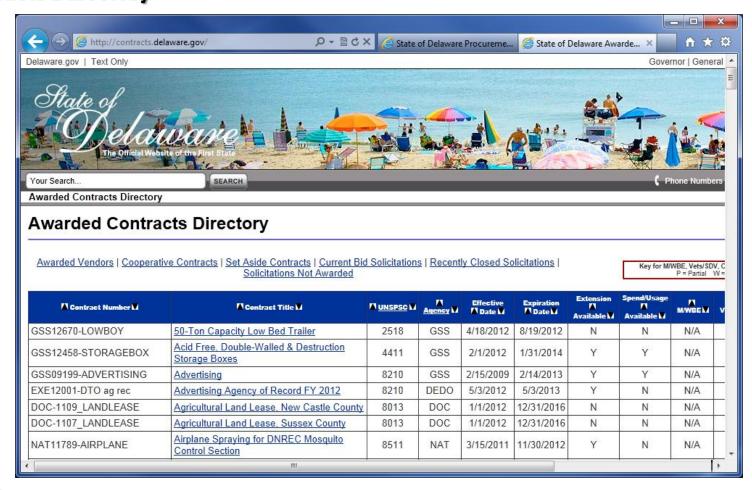
- GSA Process Request
- Procurement Unit Contacts
- Related Links
- Selling to the State Guide
- Small Purchase Procedures
- Vendor Registration

NOTE:

You can click on any of the topics listed above and each has detailed information for your use

Need a new chair????? How?

If you are trying to find information on any particular contract – click on
 Contracts Directory



So many chairs – so many choices..

- Looking for a CHAIR Contracts appear alphabetically by title Scroll to Furniture, click on the link, and the following information will become available:
 - Agency Award Documents & Vendor Bid Documents
 - The Award Notice which includes:
 - Mandatory Use
 - Contract Period
 - Vendor
 - Shipping Terms
 - Pricing
 - Terms & Conditions
 - List of items available for purchase in this conflact along with any discounts offered
 - (See Example Next Slide)

FURNITURE, CONTRACT NO. GSS11479*



- Agency Award Documents (click)
- Award Notice shows contract effective date and the term of the contract. The award notice also highlights key components of the contract and provides vendor contact information. Pricing will be included either in the Award Notice itself or an accompanying Pricing Spreadsheet.
 - An ADDENDUM is the appendix or supplement to the original Award Notice which can include additional products, change in vendor information, possible price adjustments, etc and may be posted throughout the entire contract period
 - Click on "Addendum History" to see ALL addendums for a contract
 - Only the most recent addendum will appear on the Award Notice

* Note: The first two <u>digits</u> in the Contract number (in this case 11) identify the inception year. This part of the contract number will change when the contract is rebid.



Found that chair? Place the order...

When you find the item you wish to purchase:

Follow your Agency/School District guidelines for placing
 your order – whether through requisition process or "P" card

 If you have any additional questions – you can always contact the "Contract Officer" listed on the Award Notice or find their name at the bottom of the first page you opened (Awarded Contract Details)!



How did it start....

- Vendor Bid Documents contain the original solicitation either Invitation to Bid (ITB) or Request for Proposal (RFP)
 - Under Vendor Bid Documents you can access:
 - ITB or RFP which includes:
 - Definitions & General Provisions
 - Special provisions and specifications
 - Bid Quotation reply section

Any addendums posted to the original solicitation

If you need assistance...



- For your Unique Agency Contracting Needs:
- Click on Agency Bid Process Forms:
 - On the subsequent page click on "Levels of Contracting Assistance"
- For Dispute Resolution regarding a Central Contract Vendor
 - Click on "Contract Process Flowchart"



Contact Information



CONTRACTING

All numbers are Area Code 302

		Telephone	Fax
•	Pete Teague State Contract Procurement Administrator	857-4552	739-3779
•	<u>Peter Korolyk</u> State Contract Procurement Supervisor	857-4559	739-3779
•	Bruce Krug		
	State Contract Procurement Supervisor	857-4534	739-3779
•	Courtney McCarty State Contract Procurement Officer I	857-4557	739-3779
•	Shelly Alioa State Contract Procurement Officer I	857-4553	739-3779
•	Roxann Parker State Contract Procurement Officer II	857-4555	739-3779
•	Michael Bacu State Contract Procurement Officer I	857-4522	739-3779
•	Rebecca (Becky) Lovin		
	State Contract Procurement Officer I	857-4558	739-3779
•	<u>Jean Stevenson</u> Administrative Specialist I	857-4551	739-3779